February 12, 2013

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig Inc. Specifically, I am requesting to be assigned to help open a branch of the company in France. I chose to study France in my training course because of many reasons. One reason I chose this country is because of its interesting architecture. I also chose France because I think the language they speak is the most beautiful in the world.

Over the next 7 ½ weeks, I expect to learn about Frances culture, food, business etiquette and some important phrases in Frances language. Having this knowledge will help me prepare for any future jobs in this country. It will also help me know how the people of this country live their everyday life.

Lastly I think I would be a great addition to this team because I am a great team player. I have been doing the same sport with the same team for over eight years. I also can achieve almost anything I set my mind to. My grades this year reflect how much I can achieve. I am also very motivated. If there is something I want bad enough I will not stop until I accomplish it.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Gabby Petrisko

4258 Mt Royal Blvd

Pittsburgh PA, 15101